

East Boston Camps Master Plan Committee
June 23, 2005
7:30AM
Millennium School Administration – Conference Room A

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of June 23, 2005. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes are also retained in the Town Manager's Office.

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives – Denise Brunelle, George Fletcher, Angela Harkness (arrived 7:50AM), Kirk Ware, Conservation Commission - Peter Mahler, Park & Recreation – Max Steiner, Westford Land Preservation Foundation – Nancy Rosinski

Present: Recreation, and Cemetery Director – Patricia Savage

Interested Resident: Marian Harman

Handouts: Meeting Agenda

The meeting was called to order at 7:35AM by Co-Chair Kirk Ware

Agenda

- Approval of June 9, 2005 meeting minutes – approved as corrected
- 1. Old Business
 - Sign Status – Nancy Rosinski – the No Vehicles beyond This Sign have been installed by Jon Revis, Parks & Grounds. He also installed the posts for the No Lifeguard on Duty. Those signs should be finished in the next week.
Nancy asked about the placement of the message board for posting the rules®ulations and maps; she suggested just after the split in the road before the ball field after the cluster of trees where people park

George Fletcher expressed his concern with parking into the trees and blocking off access when camp is in session
Camp dates are to be posted July 11- August 26 – 7 weeks; however the camps are rented out through September 5

Nancy suggested posting notice “Camp is in Use, Use Outer Trails” and the Committee agreed
- 2. Existing property surveys from Hyams Foundation
 - Steve Ledoux has not received any survey documents from Hyams
 - George Fletcher though a survey had been completed in the 1980's by Walter Tyrrell
 - Dini Healy-Coffin will follow up with Beth Smith, Hyams
 - Kirk Ware to follow up with Jack Clymer
 - Pat Savage to follow up with Bill Turner

3. Board of Selectmen Rules and Regulations - approved
4. Press Release in Westford Eagle June 16 – yes and on temporary website
5. Website Discussion
 - Max Steiner – commenting on the process in working with the Town IT Department stated it had been a very painful process in making text changes etc. although the department is capable and good people Max was not happy with the response/turn around time
Max proposed spending \$300 to get the site up and running through the vendor he has used in the past. Site would be EBCWestford.com [note www.ebcwestford.net] Nancy motioned to approve expenditure of \$300 Dini second – Motion passed
6. Definition of “historic uses of East Boston Camps”
 - Kirk Ware clarified that he meant “as is” not the history of the property that Marian Harman is compiling. Nancy Rosinski is still gathering information on past uses, revenues, and expenses. The Town has received a list of past renters. Nancy is reviewing budgets of past years, the rates charged for rental, and a ball park on expenses as some work was completed in lieu of rental payment. Nancy had received a copy of the “Proposed Rehabilitation and Additions to Camp Facility” prepared by Peter G. Deplacido DBA DEP Associates for East Boston Social Centers, Inc. The report was prepared in 2000.
 - Dini asked Pat to have 6 copies made
7. Building/Facilities condition survey(s)
 - George Fletcher will work with Don Kinney to have a ball park assessment of the buildings before “camp” starts
The Committee discussed how to best use the information in formulating a long term capital plan and answering the question ‘what does the Town want the property to look like and how it will be used for the next 5, 10, 15, 20 years?’ Kirk Ware stated the Town is very fortunate to have someone of Don Kinney’s caliber to review the buildings.
Nancy Rosinski - this may be time to begin the discussion of the “camps”

Dini spoke with the Chair of the Permanent Town Building Committee – Karen Cavanaugh. Karen asked about a satellite space for the recreation department in the summer giving the property built in caretakers with a presence on site. Karen urged that in the planning for the camps that to make sure to include staff and money for positions.

Kirk spoke on “as is” condition - this camp has run here for 7 weeks for X number children for _____ overnight? Day camp? Develop and RFP by defining what we’re looking for

Dini reminded the group the Deed/CR stipulates if camp programs are run that there is an opportunity for 25% of participants to be low income

Nancy redirected the group toward a more global view asking the Committee to come up with a vision and to begin that discussion

George commented that the dynamics of East Boston has changed dramatically and there is a dramatically different view of what kids are doing in the summer.

Max asked about the discussion of the care and custody.

Marian Harman felt there were many Westford residents who want the Day Camp.

Kirk Ware – How do we want to make the decisions? Peter Mahler stated the decisions would have a basis in the cost of running the facilities and programs.

The Committee decided to spend the next meeting on brainstorming.
To include whether or not to have camp; if yes what type of camp or camps.
Nancy /Rosinski stated there was a strong interest from the East Boston Social Centers, Inc to run the camp or partner with the Town.

Steve Ledoux to run the session to begin at 7AM.

8. Research options for holding funds for future use at EBC
 - o Dini in speaking with Finance Director Suzanne Marchand – funds go into a reserve or special fund account. The question of it being tax deductible if donating to the Town has to be answered.

NEXT MEETING: JULY 14 –NOTE CHANGE IN START TO 7AM

Single agenda item – brainstorming on camps – programming & facilities

8:40AM Meeting adjourned.

Accepted and approved as corrected July 14, 2005